

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Roybal Family Mental Health Center**

**VACANCY ANNOUNCEMENT
INTERMEDIATE TYPIST CLERK**

Roybal Family Mental Health Center is seeking a highly motivated and well-organized individual to fill the full-time position of Intermediate Typist Clerk, for programs serving the families of East Los Angeles, Montebello and nearby communities. Roybal FMHC is located in the new Centro Estrella building in the revitalized district of East Los Angeles, near restaurants, parks, a new civic center, and the Gold Line.

RESPONSIBILITIES:

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System
- Filing of MH documentation in MH Charts
- Prepare labels for MH charts and out cards
- Answer telephone, take messages for staff and route calls appropriately
- Check documents for accuracy
- Enter prescriptions
- Contact clients to remind them of upcoming appointments
- Maintain and organize MH files
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Knowledge of DMH billing procedures
- Strong knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Bilingual English/Spanish
- Strong interpersonal skills

Interested applicants holding the title of Intermediate Typist Clerk should submit their resume, last two (2) Performance Evaluations and last two (2) years of master timecard records to:

**STEVE HENDRICKSON, LCSW
MH Clinical Manager II
ROYBAL FAMILY MENTAL HEALTH CENTER
4701 Cesar E Chavez Ave., 2nd floor
Los Angeles, CA 90022
Phone: (323) 267-3450 FAX: (323) 260-5201**